



# Waste Reduction Guide

*Environmental.  
Process.  
Self Survey.*



## About this Self Assessment Survey

Conducting business in an environmentally pro-active manner can create many benefits for the company and its stakeholders. Among these benefits are competitive advantages such as cost savings and improved efficiency, but other fringes like favorable public perception may also be enjoyed. This survey incorporates the tenets of ISO 9000 and ISO 14000.

TVA encourages you to take the time to complete this survey in order to better judge how your company ranks in environmental competitiveness.

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# How Does Your Company Compare ?

1. Is there a formal document or plan that clearly describes the Company's environmental commitments?	Meets none of the intent	Meets part of the intent							Meets full intent
	0	1	2	3	4	5	6	7	8

RECORD SCORE HERE

Does the organization have an environmental policy?  
Is this plan proactive ?  
Has it been approved by the Board of Directors or other managing body?  
Does the policy state the organization's commitment to monitor & meet or better the legal requirements ?  
Have all potential environmental aspects of the organization's activities been included in the plan?

Y	N	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Does the environmental plan or policy address both short and long term goals	Meets none of the intent	Meets part of the intent							Meets full intent
	0	1	2	3	4	5	6	7	8

RECORD SCORE HERE

Does the policy support continuous improvements?  
Does the policy drive the setting of environmental objectives?  
Will the organization's activities, products or services create any change (positive or negative) to the environment?  
Does the location of the operations of the company require any special environmental considerations?

Y	N	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Has someone been named to manage the company's environmental policy?	Meets none of the intent	Meets part of the intent				Meets full intent
	0	1	2	3	4	5

RECORD SCORE HERE

Has someone been identified and given authority to oversee and implement the company's environmental plan ?  
Does the policy guide the responsible person toward the selection of the best available technology and management practices?  
How does the organization identify & allocate the human, technical, & financial resources necessary to meet its environmental commitments?

Y	N	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Is a core management group involved in reviewing the environmental plan and policies at least annually?	Meets none of the intent	Meets part of the intent							Meets full intent
	0	1	2	3	4	5	6	7	8

RECORD SCORE HERE

Has the environmental management system been integrated into the overall business plan?  
Is there a process to balance and resolve conflicts and priorities ?  
Is there a process to evaluate the environmental resources (human, technical, financial) associated with new capital projects?  
Are the appropriate people involved in the review of the environmental management system and follow-up?

Y	N	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Are procedures in place to track the costs and benefits (return on investment) for the company's environmental activities?

Meets none of the intent	Meets part of the intent				Meets full intent
0	1	2	3	4	

RECORD SCORE HERE

Will any intended changes or additions to activities, products, or services alter the environmental conditions already being monitored ?

Y N N/A

How significant or severe are the potential environmental impacts should a process failure occur?

Not Mod Very Sig Sig Sig

How frequently will the situation arise that could lead to an impact to the environment?

Not Occ Very

Are periodic reviews conducted?

Y N N/A

6. Are there baseline measurements in place to monitor continuous improvements of the company's environmental performance?

Meets none of the intent	Meets part of the intent						Meets full intent
0	1	2	3	4	5	6	7

RECORD SCORE HERE

Is environmental performance regularly monitored?

Y N N/A

Have specific environmental performance indicators been established which relate to the company's goals?

Is the company currently performing as planned?

Is data well organized and easily accessible?

7. Are all critical environmental issues adequately addressed?

Meets none of the intent	Meets part of the intent					Meets full intent
0	1	2	3	4	5	6

RECORD SCORE HERE

Are alternatives designated?

Y N N/A

Are all activities properly staffed ?

Are there periodic reviews of the environmental management system?

Are all control processes in place to regularly calibrate and sample measuring and monitoring equipment and systems?

Please Define: \_\_\_\_\_

\_\_\_\_\_

8. Does your facility have a process by which an employee can recommend changes to a process for purposes of minimizing waste generation or preventing unnecessary pollution?

Meets none of the intent	Meets part of the intent					Meets full intent
0	1	2	3	4	5	6

RECORD SCORE HERE

Do you conduct team meetings?

Y N N/A

Is there a suggestion box supplied with forms and pencils?

Are your employees informed about on-site environmental issues?

Is information given to contractors about on-site environmental issues?

